



# Laramie County, Wyoming

## Engineering RFP Questions and Responses

1. Can we select only certain services to submit for, or do we need to be able to provide all the requested services?
  - a. You do not need to provide all the services listed in the RFP. Expand on what services you can provide.
2. Page 2 states that proposals shall be received by email, but page 6 states that 5 copies of the proposal shall be delivered.
  - a. Only email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
3. For the fee proposal component, I wanted to confirm you are just looking for a rate sheet for now, along with a proposal from us for a fee/contracting mechanism. Is that correct?
  - a. Yes an hourly rate sheet will be sufficient.
4. Are you looking for one consultant to provide all services or can you split the services up over multiple consultants?
  - a. Services can or may be broken up over multiple consultants. Expand on what services you can provide.
5. Should the submittal be electronic or with hard copies? The first page says to email it to you and page 6 of 9 states that 5 copies should be delivered to public works.
  - a. Only email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
6. What is the assumed fee structure? Page 5 states that services will be provided on an hourly basis but number 6 under the proposal requirements on page 6 asks for the proposed fee structure. I am assuming that hourly makes sense for this type of engagement but let us know if we need to propose something different.
  - a. An hourly rate sheet will be sufficient.
7. Is the RFP targeting an overall qualifications package type of response which can get quite big and bulky or can response be more directed towards the items listed in the RFP?
  - a. The RFP package can be specific to the information requested in the RFP and it's up to the consultant to determine what other pertinent information is provided.
8. What type of information are you looking for regarding the Fee, Rates, and Estimated Cost?
  - a. An hourly rate sheet will be sufficient.
9. What type of team structure would the County like to see, specifically related to surveying.
  - a. The County may award multiple contracts and surveying may be awarded for the smaller on-call type survey needs
10. It was asked what the differentiation between #3 and #5 in the Proposal Requirements section of the RFP
  - a. Those two are largely similar and consultant can determine how to present comparable / similar project experience(s).



11. Will the selected Consultant(s) be able to compete ~~complete~~ for other Laramie County project specific design & surveying projects? In the last 6th Penny Ballot, there was \$11,422,795.71 to Laramie County as follows:
  - 1) \$1,860,494.09 to Laramie County for East Jefferson Road reconstruction
  - 2) \$3,045,339.52 to Laramie County for Division Avenue and Wallick Road street and infrastructure upgrade
  - 3) \$610,961.09 to Laramie County for Road 164 reconstruction and return to gravel
  - 4) \$3,470,661.02 to Laramie County for Laramie County Road 142, milling intersection and overlay. Railroad at 143
  - 5) \$2,435,339.99 to Laramie County for East Allison Road reconstruction
  - a. Yes, the selected consultant for the day-to-day services for Public Works and Planning and Development will be able to compete for the 6<sup>th</sup> penny RFP's.
12. Will the successful ~~RFQ~~ RFP applicant be distributed any of these 6th penny design/construction projects noted above or is this ~~RFQ~~ RFP strictly for Plan review, plat review and other Innoprise related review the current County Engineer provides?
  - a. All 6<sup>th</sup> penny projects will be put out for RFP's. The selected consultant(s) for the Engineering and Surveying Services RFP will not be precluded from submitting for the current and future 6<sup>th</sup> penny project designs.
  - b. This RFP is for planning and development reviews and Public Works day-to-day projects and/or assistance.
13. Reference to submittal of cost proposal is simply providing hourly billing rates correct?
  - a. That is correct. An hourly rate sheet will be sufficient.
14. Will consultant be provided access to current and proposed County planning software and is training involved?
  - a. Yes, the selected consultant will be provided the training and resources to work within the current and future development software applications.
15. Is a certified Planner required to provide comments on Development Projects?
  - a. A certified planner would be preferred but not required. The review planner will be determined on a case by case basis with each project.
16. Is a certified Flood plain manager required to provide review and evaluation of items impacting the Floodplain?
  - a. Yes.
17. Is a Licensed Wyo. surveyor required to provide comments on plats and other misc. land surveying services?
  - a. Yes.
18. Is the number of copies to be provided specified as 5 correct as the evaluation team appears to be made up of two?
  - a. Email or digital submission will be accepted. If you prefer hard copies, please provide five (5) copies for use and one (1) digital copy.
19. What is the period for providing services? One year? 5 years? Will there be options to renew or extend the contract?
  - a. Being that this is a change, this year will be an exception. We will have the selected consultant(s) under contract from July 1, 2022 through December 31, 2023. Future contracts outside of this first round are to be determined.
20. Is professional Liability insurance coverage required? If so what limits and coverage is required?
  - a. Yes, the specifics will be determined at time of contract negotiations.
21. Is it possible to extend the RFP deadline from May 4, 2022 to May 11, 2022?
  - a. The deadline for this submittal is May 4, 2022 at 2pm.



22. Can you provide a little more explanation or some guidelines on what you'd like to see for the non-proprietary samples of comparable or similar projects?
- a. The RFP package can be specific to the information requested in the RFP and it's up to the consultant to determine what other pertinent information is provided.
    - i. Examples may be: Other projects for municipalities, development specific projects, design and construction administration work etc.
23. Is the intent of this RFP for the County to have several firms it can draw from for proposals and/or advisement similar to how the City, School District, and other major government entities do or is there a preference to select one firm only in the selection process?
- a. Multiple consultants will be selected by the County based on need and services provided by the consultant. Projects and/or reviews will be offered to the consultant at the discretion of the Public Work's director and/or Development/Planning Program Manager. Based on capacity and timelines, the County reserves the right to offer the project and/or development action to another consultant on the call list.
    - i. This RFP will be for development reviews through planning and development and also for day to day projects and design for public works.
    - ii. Major projects related to road design and other major projects for public works may still be put out for RFP depending on the cost and/or scope. This RFP will not necessarily exclude the consultant(s) from those future RFPs.
24. I do not see a limit either in pages for the proposal, or in resumes to be included.
- a. That is correct. Please use your discretion.
25. Do we need to submit resumes for every person we expect may perform the work if chosen, or are you ok with something like the 5 most likely?
- a. The number mostly likely to complete the work would be acceptable. Please use your discretion.
26. What time commitment is the county expecting applicants to be capable of devoting to Laramie County specific projects? Are you looking for 20-30 hours a week for the next 6-12 months, or something of the such?
- a. There is no guarantee of work included with this RFP and the selected consultant(s). These services will be on an as needed basis. Multiple consultants will be selected by the County based on need and services provided by the consultant. Projects and/or reviews will be offered to the consultant at the discretion of the Public Work's director and/or Development/Planning Program Manager. Based on capacity and timelines, the County reserves the right to offer the project and/or development action to another consultant on the call list.
27. The RFP reads as though the county may pick multiple firms and rotate through them for different projects as needed. Is this for the most part an accurate interpretation?
- a. Yes.
28. The RFP mentions some building code review. Does the County have any requirements of us in terms of certified building code inspectors?
- a. This RFP is specific to review of plans for building code review. The reviewer needs to have the appropriate credentials to complete the reviews. If the consultant can provide certified building code inspectors, feel free to include that within the services you could provide.

Disclaimer: These answers are to the best of our current knowledge and are subject to change. If selected to continue, terms and conditions will be finalized within the agreement between the consultant and Laramie County.